

Resources

Community Care Worker Human Resources Kit, Home and Community Care (HACC), Victorian Government Department of Human Services, Melbourne, Victoria, Australia, 2007- A 'how-to' guide to successfully manage recruitment, selection, training and retention processes.

Available at:

<http://www.health.vic.gov.au/hacc/publications/ccw.htm>

Recruitment: Good Practice, Management Support Unit (MSU), Council of Social Service of New South Wales (NCOSS), Australia, 2007- An information sheet which summarises best practice in the various stages of recruitment- planning for recruitment, preparing job descriptions and selection criteria, advertising, short listing, selecting, reference checks and making an offer of employment.

Available at:

http://ncoss.org.au/projects/msu/downloads/resources/information%20sheets/15_RecruitmentBestPractice.pdf

Recruitment and Selection in Workforce Development 'TIPS'- Theory into Practice Strategies. A resource kit for the Alcohol and Other Drugs Field, National Centre for Education and Training on Addiction (NCETA), Flinders University, Adelaide, Australia, 2005- Includes three steps to an effective recruitment process, a checklist for managers for effective recruitment and selection processes and the development of a student recruitment strategy in an Alcohol and Other Drugs organisation which could be adapted to community mental health organisations.

Available at:

www.nceta.flinders.edu.au

Stress and Burnout: A Prevention Handbook for the Alcohol and Other Drugs Workforce, National Centre for Education and Training on Addiction (NCETA), Flinders University, Adelaide, Australia, 2005- This handbook is divided into two sections- Part 1 looks at the research literature on the causes and consequences of stress and burnout and Part 2 provides practical evidence-based strategies to address stress and burnout at an individual and organisational level. It includes burnout scenarios, stress and burnout check-up tool for managers and stress and burnout check-up tool for front-line workers.

Available at:

<http://www.nceta.flinders.edu.au/pdf/stress-n-burnout/stress-n-burnout.pdf>

Websites

The Department of Human Services Funded Agency Channel (FAC), State Government of Victoria, Australia- Access to a wide range of recruitment and retention resources.

Available at:

<https://fac.dhs.vic.gov.au/home.aspx>